

## **Intern Job Description and Person Specification**

**Job Title:** Intern

**Responsible to:** Programme Manager

**Fee:** £8.75/hour

**Location:** Ramsgate

**Contract Type:** Part-time (1 day / 8 hours per week), one year fixed-term contract



### **Brief**

Pie Factory Music is seeking a motivated and passionate intern to join our core team and assist the Programme Manager in the successful delivery of our Emerging Artists Programme.

This role is ideal for a young person between the ages of 18-25, who has been a participant at Pie Factory Music, and who is looking for their first step into a career in the arts and culture sector.

The appointed person would be expected to start mid-September 2020, finishing in mid-September 2021.

### **Background**

The Emerging Artists Programme was established in 2018 to support and empower young musicians in Thanet, funded by Youth Music. After a very successful pilot, Pie Factory Music has received further funding to continue the project for another two years, and develop new and exciting strands of work focusing on communities of young people who face barriers to accessing music opportunities - those who identify as female or genderqueer aged 13-18, and young people living in deprived areas of the Dover district.

### **Programme aim**

The aim of the programme is to build a network supporting progression to meaningful opportunities relating to music for young people in Thanet and Dover; connecting them to highly skilled practitioners, industry experts, organisations, and music businesses; and enabling them to take the lead in their own musical journeys.

With this in mind, Pie Factory Music are keen to find an intern who is keen to learn, and interested in the Thanet and Dover music scenes.

## Key Responsibilities

- Create content for Pie Factory Music’s social media channels, schedule posts, and liaise with the Programme Manager about communications
- Assist in the delivery of activities as part of the Emerging Artists Programme (such as helping to set up masterclasses, workshops and drop-in sessions)
- Take an active role in office team meetings, updating the team about the Emerging Artists Programme, and taking notes
- Undertake mandatory training as required by the charity, such as Safeguarding and Child Protection Awareness, First Aid, GDPR training
- Assist the Programme Manager and Girls Programme Producer in the collection and monitoring of data in line with the programme monitoring and evaluation framework
- Assist in the day-to-day running of the charity where required by members of the office team, i.e. answering phone calls in the office and greeting visitors to the youth centre

## Person Specification

This person specification gives a picture of the skills, knowledge, experience and attributes required to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

You should demonstrate on your application form how you meet the following criteria:

	<b>Essential</b>	<b>Desirable</b>
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<p><b>Skills and Experience</b></p>	<p>Excellent IT and computer literacy skills</p> <p>Familiarity with basic office administration tools, such as email, calendar, Zoom and Microsoft Office applications</p> <p>Knowledge and interest about the local music scene</p> <p>Good interpersonal and communication skills</p> <p>Good problem solving skills</p>	<p>Able to use graphic design and audio/visual editing software or programmes, such as Canva, Photoshop, Logic, ProTools</p> <p>Knowledge of Thanet and the communities who live there</p>
<p><b>Attributes</b></p>	<p>Dependable, with excellent time management skills</p> <p>Ability to work from your own initiative</p> <p>Willing to learn, and ask for help when needed</p> <p>Passion for music</p> <p>Motivated</p> <p>Works well both alone and collaboratively</p>	

**To apply**

Please complete the application form and send via email to [zoe@piefactorymusic.com](mailto:zoe@piefactorymusic.com) by **Friday 25 September, 12pm.**